

SECTION 01300

SUBMITTALS

PART 1 GENERAL

1.1 RELATED SECTIONS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions, apply to work of this Section.
- B. Section 01019 - Contract Considerations.
- C. Section 01311 - Construction Schedule.
- D. Section 01355 - LEED Certification (Submittal) Procedures
- E. Section 01356 - LEED Submittal Forms
- F. Section 01400 - Quality Control
- G. Section 01700 - Contract Closeout.

1.2 DESCRIPTION OF WORK

- A. The Contractor shall provide the samples, product literature, mock-up construction, and shop drawings as specified in each section of this Project Manual. Contractor shall provide the following materials and comply with the following procedures:
 - 1. Submittal procedures.
 - 2. Proposed products list.
 - 3. Shop drawings.
 - 4. Product data.
 - 5. Samples
 - 6. Manufacturers' instructions.
 - 7. Manufacturers' certificates.
 - 8. Substitutions.
 - 9. 15% overstock.

1.3 SUBMITTAL PROCEDURES

- A. Transmit each submittal on AIA Form G810 or equivalent form approved by Architect.

- B. Sequentially number transmittal forms. Re-submittals shall have original number with an alphabetic suffix.
- C. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing sheet and detail numbers, and specification section number, as appropriate.
- D. Apply Contractor's stamp, sign or initial certifying that review, verification of projects required, field dimensions, adjacent work, and coordination of information is in accordance with the requirements of the Contract Documents. Submittals not in accordance with the Contract Documents shall be returned without action. Contractor's stamp shall serve as evidence to the Architect that the Contractor has reviewed the submittal and coordinated the work between trades, including the following:
 - 1. Substitutions comply with the project requirements and have no adverse effect on other work.
 - 2. Voltage and power requirements are consistent between trades for submitted items.
 - 3. Spatial requirements are coordinated and items will fit.
- E. Schedule submittals in accordance with mutually agreed upon Construction Schedule and to expedite the project. Deliver submittals to Architect at its business address. Coordinate submission of related items. Provide all submittals in accordance with provisions of Section 01000 "General Requirements".
- F. Submittals returned to Contractor as rejected, for revision and resubmittal, or without action shall not qualify as a completed task on the Construction Schedule.
- G. Identify substitutions and variations from Contract Documents. Identify products or system limitations which may be detrimental to successful performance of the complete work.
- H. Provide space for Contractor and Architect review stamps.
- I. A minimum of ten (10) working days or two (2) working days per sheet of drawings to be reviewed, whichever is greater, shall be scheduled for review and action upon submittals by Architect. Submittals will be transmitted out of Architect's office by the close of business the last business day. Time for mail or other delivery time will not be included in the 10-day time period.
- J. Revise and resubmit submittals as required, identify all changes made since previous submittal.
- K. Distribute copies of reviewed submittals to concerned parties. Instruct parties to report any inability to comply with provisions.
- L. Architect's Action:
 - 1. General: Except for submittals for the record and similar purposes, where action and return on submittals is required or requested, the Architect will review each submittal, mark with appropriate "Action". Where the submittal must be held for coordination the Architect will so advise the Contractor without delay.

In all cases, Contractor remains responsible for confirmation of dimensions, proper mounting heights and quantities. Review is for conformance to design intent only. Preparer (Contractor)

remains responsible for accuracy and completeness of all information contained in shop drawings.

2. Final Unrestricted Release: Where the submittals are marked as follows, the work covered by the submittal may proceed provided it complies with the requirements of the Contract Documents; acceptance of the work will depend upon that compliance. Submittals for information of record purposes are included in this category.

Marking: "Reviewed."

3. Final-But-Restricted Release: When the submittals are marked as follows, the work covered by the submittal may proceed provided it complies with both the Architect's notations or corrections on the submittal and with the requirements of the Contract Documents; acceptance of the work will depend on that compliance.

Marking: "Furnish as Corrected."

4. Returned for Resubmittal: When the submittal is marked as follows, do not proceed with the work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise the submittal or prepare a new submittal in accordance with the Architect's notations stating the reasons for returning the submittal; resubmit the submittal without delay. Repeat if necessary to obtain a different action marking. Do not permit submittals with the following marking to be used at the project site, or elsewhere where work is in progress.

Marking: "Revise and Resubmit."

5. Other Action: Where the submittal is returned as unacceptable, and marked with the Architect/Engineer's explanation, the submittal will be marked as follows:

Marking: "Rejected."

1.4 PROPOSED SUBMITTAL LIST

- A. Within 22 working days after date of Notice to Proceed, submit complete list of proposed submittals to the Architect for approval. Architect will notify Contractor of submittals that are not required for review. Contractor will not submit unnecessary submittals for Architect's review.
- B. For products specified only by Reference Standards, give manufacturer, trade name, model or catalog designation, and Reference Standard.

1.5 SHOP DRAWINGS

- A. Submit to the Architect two copies for the Architect and Owner's records, plus the number of copies the Contractor requires to be returned for his own use. Add one copy for structural or mechanical/electrical submittals (i.e. 3 plus number returned).
- B. Upon receipt of reviewed reproducible documents from Architect, reproduce and distribute to:
 1. Contractor's Project Manager

2. Contractor's Superintendent in Field
3. Subcontractor
4. Other Subcontractors requiring coordination work with information contained on shop drawing
5. Project Record Documents Set for turnover to Owner at end of project.
6. Other personnel as required.

1.6 PRODUCT DATA

- A. Submit to the Architect two copies for the Architect and Owner's records, plus the number of copies the Contractor requires to be returned for his own use. Add one copy for structural or mechanical/electrical submittals (i.e. 3 plus number returned).
- B. Mark each copy to identify applicable products, models, options and other data. Supplement manufacturer's standard data to provide information unique to this project.
- C. Upon receipt of reviewed documents from Architect, distribute as follows:
 1. Contractor's Project Manager
 2. Contractor's Superintendent in Field
 3. Subcontractor
 4. Other Subcontractors requiring coordination work with information contained on shop drawing
 5. Project Record Documents Set for turnover to Owner at end of project.
 6. Other personnel as required.

1.7 SAMPLES

- A. Submit samples to illustrate functional and aesthetic characteristics of the produce, with integral parts and attachment devices. Coordination sample submittals for interfacing work. Samples are not to exceed 8" x 10" in size.
- B. Submit samples of finishes from the full range of manufacturer's standard colors, textures and patterns or in custom colors, textures and patterns as directed by Architect, for Architect's selected and approval.
- C. Include identification on each sample, with full project information.
- D. Submit the number of samples specified in individual specification sections, one of which will be retained by the Architect.
- E. Reviewed samples which may be used in the work are indicated in individual specification sections.

1.8 MOCK-UPS

- A. The Contractor shall be responsible to install and maintain mock-ups required in the specifications and required in the drawings. The Contractor must maintain the mock-ups until the completion of the work. The mock-up shall serve as the standard for both material and workmanship. Upon completion of the work, the Contractor must dispose of all mock-ups after receiving approval for disposal from the Architect and Owner.

1.9 MANUFACTURER'S INSTRUCTIONS

- A. When specified in individual specification sections, submit to Architect manufacturer's printed instructions

for delivery, storage, assembly, installation, start-up, adjusting and finishing, in quantities specified for Product Data.

- B. Identify conflicts between manufacturer's instructions and Contract Documents.

1.10 MANUFACTURER'S CERTIFICATES

- A. When specified in individual specification sections, submit to Architect manufacturer's certificate for review, in quantities specified for Product Data.
- B. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or product acceptable to and approved by Architect.

1.11 SUBSTITUTIONS

- A. Substitutions will be considered for products specified by Reference Standards or by description only: Any product meeting those standards or description.
- B. Substitutions will be considered for products specified by naming one or more manufacturers with a provision for substitutions: Contractor may submit a request for substitution for any manufacturer not named, subject to review and approval by Architect. Contractor must indicate that a substitution has been submitted by following the procedure itemized in 1.10.H.
- C. Products specified by naming one or more manufacturers without a provision for substitutions: Products of manufacturers named and meeting specifications with no options or substitutions indicated, Contractor may submit a request for substitution for any manufacturer not named, subject to review and approval by Architect. Where several manufacturers are specified, but the model number of only one manufacturer is specified, submit equal model from other manufacturers specified. (Provide custom upgrades to model if necessary to ensure equal quality to model specified). Contractor must indicate that a substitution has been submitted by following the procedure itemized in 1.10.H.
- D. Architect shall consider requests for substitutions. Contractor may submit a request for substitution for any manufacturer not named, subject to review and approval by Architect. Contractor must indicate that a substitution has been submitted by following the procedure itemized in 1.10.H.
- E. Substitutions may be considered when a product becomes unavailable through no fault of the Contractor. Contractor must indicate that a substitution has been submitted by following the procedure itemized in 1.10.H.
- F. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.
- G. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals without separate written request for substitution, or when acceptance will require revision to the Contract Documents.
- H. Substitution Submittal procedure:

1. Submit three (3) copies of request for substitution consideration. Limit each request to one proposed substitution.
 2. Submit shop drawings, product data, and certified test results attesting to the proposed product equivalence.
 3. The Architect shall notify Contractor, in writing, of decision to accept or reject request.
- I. Through submission of a substitute item by the Contractor, the Contractor certifies that said substitution meets or exceeds the quality of the item specified. Further, the Contractor certifies that said substitution shall have no detrimental effect on the work.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

END OF SECTION